



MEETING MINUTES #1

Project: Topsfield Town Hall Renovation and Historic Preservation
Phase I Schematic Design

Date of Meeting: September 30, 2015

Attendees: Gregor Smith – Building Committee, Chair
Roberta Knight - Building Committee
Josh Rownd - Building Committee
Ben Nutter - Building Committee
Elizabeth Mulholland - Building Committee
Mark Lyons - Building Committee
Peter Bryson - Building Committee
Boyd Jackson – Topsfield Selectman
Wendall Kalsow – MK&A
Doug Manley – MK&A

Meeting Summary

Item	Date	Subject	Responsibility
1.1	9/30/15	Project Update <ul style="list-style-type: none">• Laser scanning of the building was done on 9/17; existing condition drawings should be complete by 10/5.• MKA surveyed existing furnishings and equipment on 9/23• MKA met with Richard Smith and Bill Finch on 9/24 for discussion on their knowledge of building envelope conditions.• Structures North reviewed and reported on truss condition on 9/28.• Aerial lift inspection will take place 10/8. (rain date 10/15)	
1.2	9/30/15	Test Pit Excavations <ul style="list-style-type: none">• Will be done through Dave Bond at DPW. Dave will notify Dig Safe. Gregor will coordinate with DPW.• MKA should provide a date when McPhail Associates will be available for observation.• MKA provided a site plan indicating where 3 pits should be dug. Pits were selected to avoid disturbing asphalt or shrubs, while providing useful subsurface info. Pits should be	Topsfield MKA

		backhoe bucket sized.	
1.3	9/30/15	Aerial Lift Inspection <ul style="list-style-type: none"> • Conversation with Bill Finch and Richard Smith confirmed that an up-close, hands-on aerial inspection of roof conditions would be useful, and has not been done recently. • Marr Equipment will be providing 150' aerial lift, scheduled for all day on Thursday, Oct 8. Lift will arrive around 8:00. • Town will arrange to have cars stay out of the spaces closest to Town Hall, and to close off West Common Street. • Committee members are welcome to view clock tower from the lift, late morning would be the best time. • Rain date will be October 15 	Topsfield
1.4	9/30/15	Window Restoration Documents <ul style="list-style-type: none"> • The contract documents for the window restoration project are nearly complete, and the project will go out to bid October 28. Roberta will distribute the documents to the Committee. • 2006 asbestos test report by RI Analytical tested the putty on only one exterior window, and found a trace of asbestos. Gregor will contact a testing firm to get additional samples to confirm that overall the putty is not asbestos-containing. 	Topsfield
1.5	9/30/15	Site Survey <ul style="list-style-type: none"> • Town received a proposal from Donahoe Survey to provide a site survey for \$8500. MKA agreed that for schematic design purposes, they could work with available satellite imaging, with rough field checking, to produce a site plan. Survey can be postponed until the design development phase of work. 	
1.6	9/30/15	Review of Previous Reports <ul style="list-style-type: none"> • Building Committee agrees that the program that was done for the 2007 "Report to the Selectmen" is a good starting point for a space needs program for this project. 	
1.7	9/30/15	Building User Interviews <ul style="list-style-type: none"> • Interviews will be scheduled for sometime following the availability of the existing condition plans. Roberta will help with scheduling. Building department staff is in the building on Tuesdays and Thursdays. • Interviews will held on a staff level, with Commissioners given the opportunity to review the results of the program discussions to confirm. • Building Committee will prepare a list of other potential users of space that may not currently be in the building. 	Town

1.8	9/30/15	Truss Inspection <ul style="list-style-type: none">Structures North inspected a truss condition on 9/28 and found that a block at the top center had fallen out. SN was able to reinstall the block. Town will have a carpenter toe nail the blocking at this location for all trusses to prevent repeat slippage.	Town
1.9	9/30/15	Design Schemes for use of Auditorium <ul style="list-style-type: none">Mass Historical Commission will review closely any design schemes for the use of the Auditorium. Elizabeth will contact Paul Holtz to schedule a meeting to discuss options.	
1.10	9/30/15	Next Meeting <ul style="list-style-type: none">MKA will plan to meet with the Building Committee every 2 weeks throughout the projectNext meeting will be October 14, 2015 at 9:00am at Town Hall	

Please review minutes. These minutes are accepted as accurate and complete unless corrections and/or additions are received within 72 hours of issue.